

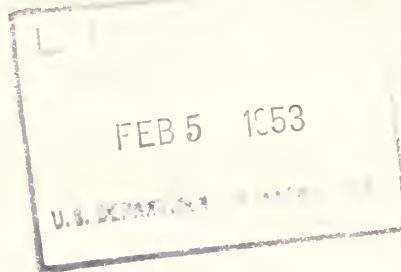
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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington 25, D. C.

FIELD MEMORANDUM SCS #1153



Re: Establishment of Uniform
Management and Controls
on Land Utilization
Projects and Other Revenue-
Producing Property

December 10, 1952

TO ALL RANKING FIELD OFFICERS:

I. Purpose

To establish and maintain procedures which will provide adequate records and controls or checks on actual and potential use and income from Land Utilization projects and other income-producing property under control of the Service, and to provide a basis for determining within reasonable limits whether the Government is receiving all the revenue to which it is entitled.

Since there are significant variations between regions and projects in the amount and kinds of uses involved, each region should consider the need for supplementing these instructions so that the procedures within the region may fit regional situations and policies regarding project records.

II. Annual Use Schedule, Form SCS-42

A. Use

1. To estimate, by management units, the use to be made of the property during 12-month periods. A summarization of these estimates will be used to prepare Form SCS-43, "Estimate of Potential Income" for submission to the Regional Budget and Finance Division.
2. To provide a current record of use permitted on each segment or management unit of the property.

3. To provide a current record of all checks made by project and other Service personnel of the management units.
4. To serve as the annual report of use of Land Utilization projects by preparing the required number of photostatic copies of each sheet.

B. Preparation

1. The Annual Use Schedule is a current record of both estimated and actual use made of Land Utilization project lands or other income-producing property.
2. The required information will be entered on the form in pencil in a legible manner currently throughout the year and at the end of the 12-month use period to be established for each project (ordinarily this period will be the calendar year, or should coincide as nearly as possible with the calendar year) will be sent to the Regional Land Management Division for photostating.
3. Six photostatic copies will be made by the regional office—one each for the project, area, state, Regional Budget and Finance Division, Regional Records and Reports Division, and Washington offices.

4. Section headed "Management Area"

Column 1. Name or number (keyed to map). A management area is a definite given area or acreage, such as a joint use pasture, an individual allotment, or a convenient segment of land small enough to be conveniently spot checked. In this column the name or number of the management area should be listed to cover all lands in the project, such as Pasture C-3, or the San Juan Pasture or the Holt allotment.

Column 2. List the number of acres of Title III or other Federal land under management opposite the name or number of the management area. The total of this column should be the number of acres in the project shown on the project records. If different than acreage listed by Washington, explain by footnote.

5. Map

A project map will be available in the project office with the name or number and boundary of each management area shown thereon. This map will be a large scale wall map or other large scale map. Lands not in use will be shown as not ready for use and the symbol "N" placed on such lands on the map. (They may be lump-summed in Column 2.)

6. Section headed "Advance Estimate and Permitted Use or Sales"

This section deals with the different uses to be made of each management area in the project, namely, grazing, cropping, sale of forest products, etc., during the 12-month period. The information placed on this form at the beginning of the use year must be adequate to form the basis for estimating the potential income for the year as required to fill out Form SCS-43 "Estimate of Potential Income."

In so far as possible, the record on this form of use authorized should be so adapted as to supplant records now maintained for project use in other ways. It is recognized that in some cases supplementary records will need to be maintained. There is listed below the information which is required as a minimum for each management unit for each use to satisfy the needs of the regional and Washington offices. Additional information needed by the project office may be added to the extent found necessary for management purposes.

Grazing

a. Advance estimate of use for the year expressed in animal unit months. This estimate will be developed by grazing technicians assigned for the purpose and the project staff, preferably with the collaboration of the directors or supervisors of the local managing agency, where one is involved, and the users of the land.

b. The animal unit months of grazing permitted by written permits.

c. The acres permitted to be grazed.

Cropping

a. Advance estimate of acres to be permitted to be cropped.

b. Advance estimate of dollars to be received from such permits.

c. Acres of cropping permitted.

d. Value of permits issued

Sale of Forest Products

a. Advance estimate of dollar returns.

b. Dollar value of sales made.

Haying

- a. Advance estimate of acres or tons to be harvested—depending upon how permits are issued or records maintained.
- b. Amount permitted or harvested in acres or tons.

Recreation

- a. Advance estimate of dollars to be received by the Government
- b. Amount actually received.

Seed Harvest

- a. Advance estimate of dollars to be received by Government.
- b. Amount actually received.

Building Occupancy - (Do not include quarters for which salary deductions are made.)

- a. Advance estimate of dollars to be received by the Government.
- b. Amount actually received.

7. Sections headed "Project Check" and "Check by Others"

Each region will establish and provide instructions to field offices on the extent and method to be followed in checking the work at each project location by types of use. The Washington office will be supplied with copies of these instructions.

In those instances where advanced estimates for the various uses are to be made by the project conservationist, the appropriate technical division of the Service will be responsible for providing such instructions and field checks as are considered necessary. To the extent possible, advance estimates will be prepared jointly by the project manager and the technician assigned to that particular job. Permittees will be encouraged to participate in these determinations when grazing use is being considered.

The principal use of the checking columns is for indicating the date, initials, and remarks of the people who check actual use against the advance estimate and permits issued or sales made. Sufficient on-site checks will be made to give reasonable assurance that actual use is in accordance with the kind and amount specified by the permits or sales contracts. In some projects it will be difficult, or require too much time to check the use being made of all management areas. Therefore, in such projects a system of spot checking will be developed. As a general rule, not less than 20 per cent of the management areas for each class of use will be checked each year by project personnel. Not less than 5 per cent of the management areas will be checked by others. As field checks are completed, the person making the check will insert the date the work was done, his initials, and such remarks about the results as will put on record what was learned about such management area. If insufficient space is available for remarks, it will be noted where a more detailed report can be found. In areas where grazing associations or districts manage the Title III lands, the project check may be a co-operative undertaking by the association and project personnel. "Check by Others" will be independent on-site checks done by Service personnel who are not members of the staff of the work unit being checked. Such personnel will not be under the supervision or direction of the project office being checked.

C. Supplementary Records

If for any reason details regarding permitted use for any management area listed in Column (1) cannot be maintained on Form SCS-42, a supplementary record, by management areas, should be currently maintained. The record maintained on Form SCS-42, or any supplementary record, should be current at all times and must be in sufficient detail to show the actual situation at any time during the year. Checks made by members of the project staff and others are to be based on the record, and any discrepancies between actual use and the record are to be noted.

No record of advance estimate of minor or unusual uses need be made on Annual Use Schedule form, but supplementary records regarding such uses shall be maintained at all times.

On projects where seed is harvested and sold in relatively small lots, a supplementary record of pounds of seed harvested, by types, pounds of clean seed secured, if processed on or for the project, and the sales of seed, will be maintained. Such records should be adequate to check status at any time and to assure as nearly as possible for full accountability for all seed.

A similar record should be maintained where hay or any other product is harvested by the project and sold as a harvested or otherwise partially processed product.

D. Additional Information

In order to make the Annual Use Schedule serve as an annual report, the following figures will be shown at the bottom of last sheet before submission for photostating:

1. Totals for each column.
2. Number of permittees, by uses.
3. Volume of forest products cut, expressed in board feet, using standard conversion tables.
4. Total person-days of recreational use.

III. Estimate of Potential Income - Form SCS-43

Form SCS-43, Estimate of Potential Income, will be used by the project manager of each Land Utilization project or other income-producing unit administered by the Service to furnish the Regional Budget and Finance Division at the beginning of each calendar (or use) year, the potential income from his project, distributed by use classification. The data furnished on this statement will be the source for certain information to be recorded by the Regional Budget and Finance Division on Form SCS-44, Register of Income-Producing Contracts and Use Permits.

The original and two copies of this form will be prepared by each project office. The original and one copy will be routed to the State Conservationist. He will review, sign, and send the original to the Regional Land Utilization Specialist who will review, sign, and forward it to the Regional Budget and Finance Division for recording and filing. The form will be prepared and submitted within six weeks after the starting date of the twelve months' use period established for the project.

The following information should be inserted on this form:

- Period - Insert 12-month period - usually January 1, 19____ through December 31, 19____.
- Project - Insert official name and office location of project. For example: Dallam County Project (Dalhart, Texas).
- Symbol - Insert project symbol, e. g., TX-LU-23.
- Use Classification - Add on blank lines any uses not listed for which use permits will be issued or contracts executed.
- Potential Income - Insert estimated income for year as calculated from advance estimates of use on Form SCS-42, Annual Use Schedule.

The figures used in completing this form will be secured from the Annual Use Schedule in the following manner:

- Grazing - The advance estimate of the animal unit months of grazing to be permitted will be multiplied by the rate of charge to secure the total anticipated income from that source. If the rate of charge varies by season of use or class of stock, the project will take such differences into consideration in preparing this estimate.
- Cropping - The advance estimate of total acres to be cropped will be multiplied by the rate of charge to secure estimated income. In areas where cropping permits are on a share basis, the normal yield for the kind of crops to be grown will be used as well as the best estimate of the probable selling price.
- Haying - The advance estimate of the acres or tons of hay to be cut will be multiplied by the established rate. In projects where there is more than one rate of charge for different classes of hayland, the project will estimate the probable return under each class and report the total anticipated income.
- Recreation - The total dollars as listed under advance estimate for this use will be used. Only the amount to be collected by the Government will be reported.
- Building Occupancy - Total dollars as listed under advance estimate on the Use Schedule will be reported.
- Forest Products - Total dollars shown under advance estimate on the Use Schedule will be reported.
- Seed Harvest - In those projects where seed harvest can be expected in most years and the amount of income from that source is significant, the estimated income from that source will be included.
- Miscellaneous - Since total income from miscellaneous uses, such as oil and gas and other minerals, easements, etc., cannot be determined in advance, an estimate for these uses will not ordinarily be included. However, in any case where income from minerals or other sources is likely to be substantial, a separate estimate for each type of potential income should be included.

IV. Register of Income-Producing Contracts and Use Permits - Form SCS-44

Form SCS-44 - Register of Income-Producing Contracts and Use Permits, will be used by the Regional Budget and Finance Divisions for the purpose of recording by use classification the use contracts and permits issued for privilege or products on Land Utilization projects or other income-producing units administered by the Service.

A separate register should be prepared for each pertinent use classification for each project or unit. The following information should be inserted on this form:

Period: Insert 12-month period--usually January 1, 19____ through December 31, 19____.

Project: Insert official name and office location of project.
For example: Dallam County Project (Dalhart, Texas).

Symbol: Insert project symbol, e. g., TX-LU-23.

Use Classification: Insert only one use class, e. g. "Grazing".

Estimated Income: The amount to be inserted should be taken from Form SCS-43, Estimate of Potential Income, submitted by the project involved.

Date: Insert date of execution shown on use contract or permit.

Permittee: Give name of individual or organization to whom permit issued or with whom contract executed.

Permit No. - Insert number assigned to contract or use permit in regional office. If unnumbered, so state.

Period: Show period during which use is authorized or date of sale of products when not harvested by permittee or contractor.

Units: Show the number and type of units, e. g., 1300 AUM or 50,000 bd. ft.

Amount: Insert the amount shown on the use permit or contract. Amendments to permits may require credit entries in some instances.

V. Forms or Reports to be discontinued

1. As of January 1, 1953

- (a) Form SCS-11 will be discontinued except where it is determined by the Regional Director that it is to continue in use within the region. In no case will they be required to be sent to the Washington office. The information recorded on Form SCS-44 can be referred to by the Regional Land Utilization Specialist for current information regarding permits issued.

